

Missouri Public Service Commission

EFIS – Submit Informal Interconnection Agreement

To file an informal interconnection agreement:

1. Log on to EFIS.
2. From the Welcome screen, click the **'Filing/Submission'** menu option
3. Select the **'Interconnection Agreement Informal Submission'** link to continue to the **'Interconnection Agreement Informal Submission'** screen.



On the 'Interconnection Agreement Informal Submission' screen, complete the following steps.

4. Beside **'Case No. of Original Agreement'**, input the applicable case number.
5. Check the box beside **'Collocation Appendix'** if applicable.
6. The **'Utility Type'** will auto populate.
7. Beside **'Interconnection Agreement Submission Type'**, select the applicable type of interconnection agreement submission from the drop-down list.
8. Beside each **'Company Name'** field, select the applicable company from each of the drop-down lists for which the agreement is being made between.
9. Beside **'Summary of Changes'**, input the title as it appears on the agreement or pleading.
10. Click **'Continue'** to continue to the **'Filing/Submission – Attachment(s)'** screen.

The screenshot shows the 'Interconnection Agreement Informal Submission' screen. At the top, there is a session timeout warning: 'SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the login screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.' Below the warning, there is a section titled 'USE THIS SCREEN FOR SUBMITTING:' with two sub-points: (1) Interconnection Agreement Adoption With Two Signatures. and (2) Interconnection Agreement Amendment Previously Approved With Two Signatures. Below this, there is a note: 'If appropriate selection is not available on this screen, then go to Filing/Submission - New Case Option.' The main form area contains several fields: 'Case No. of Original Agreement' (text input with value 'IK-2016-0266'), 'Collocation Appendix' (checkbox), 'Utility Type' (text input with value 'ILEC'), 'Interconnection Agreement Submission Type' (dropdown menu with value 'Interconnection Agreement Amendment Previously Approved'), 'Company Name' (text input with value 'Windstream Missouri, LLC-ILEC(Telephone)'), 'Company Name' (text input with value 'CenturyLink Communications, LLC-CLEC/IXC(Telephone)'), and 'Summary of Changes' (text input with value 'Interconnection Agreement Amendment'). Below the form, there is a table with columns 'SI.No', 'Attachment(s)', and 'Security Level'. At the bottom right, there is a 'Continue' button (circled in red) and an 'Exit' button.

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On the 'Filing/Submission – Attachment(s)' screen, complete the following steps:

11. Click the **'Browse'** button to select the document(s) for attaching.

Note: File names and file paths cannot use any special characters (% '& ^*#@) except an underscore or hyphen.

12. Under **'Select Document Security from the following:'**, select the applicable radio button for the document's security level.

Note: It is the filer's responsibility to denote the correct security level on every document.

13. Click the **'Attach'** button to attach the document.

Note: Multiple attachments may be made by selecting a document, its security level and then clicking the **'Attach'** button.

Filing/Submission - Attachment(s)

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DISCLAIMER: It is the sole responsibility of the person or entity submitting a "Public" version of the electronic document file(s), not the Missouri Public Service Commission (MoPSC), to take appropriate measures to ensure that any hidden embedded "Proprietary" and "Highly Confidential" information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and the attachments to such complaints are automatically considered highly confidential. Only the Public Service Commission, its staff and the utility against which the complaint is being filed have access to the information entered or attached. (Please review declaration page)

Attachment Process:

- 1: Click Browse to select the document from your local/Network drive or type the path to the document.
- 2: Select the security (Public, Proprietary or Highly Confidential) of the document. By default the security is Public.
- 3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
- 4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment greater than 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

H:\test doc.pdf Browse...

Select Document Security from the following:

☒ Public ☐ Highly Confidential ☐ Proprietary

Attach Done With Attach Delete

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14. Click the **'Done with Attach'** button after all the attachments have been uploaded.

Filing/Submission - Attachment(s)

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3: Click "Attach" button (Repeat Step 1 thru Step 3 if you wish to attach more than one document to this submission).
4: Click "Done With Attach" button when you are done attaching document(s) for this submission.

Note: The system will not upload any single attachment over the 20 MB. Documents larger than 20 MB will need to be divided into more than one attachment.

To remove an item from the 'Attachment' list, click the 'Delete' checkbox and then click the 'Delete' button below.

The 'Attachment' list contains the 'Security Level' selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test doc.pdf	Public

Attach Done with Attach Delete

15. After verifying the security levels on the attachment(s), click the **'OK'** button to continue to the **'Interconnection Agreement Informal Submission'** screen.

Message from webpage

Have you verified the documents attached are properly identified as HC, P or Public documents?


OK Cancel

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16. Click the 'Submit' button to submit the existing case filing.

Interconnection Agreement Informal Submission

 **SESSION TIMEOUT WARNING:** Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

USE THIS SCREEN FOR SUBMITTING:
(1) Interconnection Agreement Adoption With Two Signatures.
(2) Interconnection Agreement Amendment Previously Approved With Two Signatures.
If appropriate selection is not available on this screen, then go to Filing/Submission - New Case Option.

*** Required Fields**

*** Case No. of Original Agreement** IK-2016-0266 ☐ Collocation Appendix

Utility Type ILEC




*** Interconnection Agreement Submission Type** Interconnection Agreement Amendment Previously Approved ▼

*** Company Name** Windstream Missouri, LLC-ILEC(Telephone) ▼

*** Company Name** CenturyLink Communications, LLC-CLEC/IXC(Telephone) ▼

*** Summary of Changes** Interconnection Agreement Amendment
(Allows only 250 characters)

SI.No	Attachment(s)	Security Level
1	test_doc.pdf	Public

A confirmation screen with the case number will appear.

17. Click the 'OK' button to return to the 'Filing/Submission' screen.

Interconnection Agreement Informal Submission

Your submission to VI-2017-0004 has been successfully submitted



For additional assistance, please contact the Data Center at 573-751-7496 (local to Jefferson City, MO) or datacenter@psc.mo.gov.